

Category: General Administration

CDC-GA-2002-07 (Formerly CDC-99)

Date of Issue: 05/22/02 Updated: 07/15/02¹

Proponent: Office of the Director, Office of the Chief Operating Officer; Office of Security and Emergency Preparedness

ATLANTA AREA PARKING POLICY

Sections:	I. PURPOSE
	II. BACKGROUND
	III. SCOPE AND APPLICATION
	IV. DEFINITIONS
	V. RESPONSIBILITIES
	VI. POLICY
	VII. REFERENCES

I. PURPOSE

This chapter establishes policy and describes the process and management of parking privately owned vehicles on major Atlanta area campuses (Roybal, Chamblee, and Lawrenceville). This policy complies with the federal regulations, and local and state laws, which set forth standards for traffic management, parking utilization, reasonable accommodation, and traffic control and safety traffic.

II. BACKGROUND

The Centers for Disease Control and Prevention (CDC) and the Agency for Toxic Substances and Disease Registry (ATSDR), in accordance with the Code of Federal Regulations (CFR) 41, Chapter 101, Public Contracts and Property Management and the Federal Property Management Regulations have the responsibility to ensure that the agency controls and has available at all times adequate parking for the purpose of conducting official government business and functions. Having parking available for employee use is a privilege not offered to many federal agencies. To maintain and protect this privilege employees must adhere to the conditions set forth in this chapter. Failure of employees to comply with the stated policy and guidelines set forth herein may result in the loss of individual parking privileges for an indefinite period of time.

In addition, repeated violators will be subject to statements of non-compliance by their supervisors and failure to follow rules and regulations will be made a part of the individual's personnel record.

¹ This issuance supersedes CDC General Memorandum No. 84-14, dated May 7, 1984; CDC General Memorandum No. 85-12, dated May 24, 1985; CDC-96 General Administration Manual Guide, dated 10/16/01.

III. SCOPE AND APPLICATION

This policy applies to the Atlanta area CDC owned facilities and is intended to address the full range of parking requirements for the agency and to do so while encouraging and supporting the use of public transportation, car pooling, ridesharing, and other alternate means of transportation within the Atlanta area.

IV. DEFINITIONS

1. Carpool - A group of two or more people who commute to and from work together in one automobile.
2. Contractor - Any person, not a CDC employee, who is hired under a contract or purchase order for any length of time to perform work for the government.
3. CDC Office of Security and Emergency Preparedness (OSEP) - The office responsible for authorizing and issuing identification cards and parking permits and for parking allocation and management for the Atlanta area facilities.
4. CDC Employee - For the purpose of this chapter, any non-contract person who regularly reports for duty at an Atlanta area facility and is employed by the government and receives compensation for the performance of duties.
5. CDC Employee with Disability - An employee who requires priority parking to accommodate a temporary or permanent physical disability. The employee may drive independently, or, if unable to operate a vehicle as a result of the disability, may be driven to work by another individual.
6. Equipment Service Worker - A company representative who visits the campus to service equipment. For purposes of this chapter, an Equipment Service Worker is considered a visitor and is required to park in the visitor parking area.
7. Executive Parking - Parking areas reserved for the agency, Center Institute and Office, and Program Office Directors, Deputy Directors, Associate Directors, etc. (See VI Policy)
8. Official Parking - Parking areas reserved for government-owned or government leased vehicles.
9. Reserved Parking - Parking areas reserved for an individual or carpool/vanpool vehicles.
10. Ridesharing - Commuting in groups of two or more individuals using a single vehicle.
11. Vanpool - A group of more than two individuals who daily use a passenger van or a commuter bus for transportation to the campus.
12. Visitor - Any person, who is not a CDC employee or contractor who visits the campus.

V. RESPONSIBILITIES:

The CDC Office of Security and Emergency Preparedness (OSEP) has the responsibility for parking and traffic management at these facilities. This includes, but is not limited to policy

enforcement, vehicular movement, management of the CDC vehicular identification and decal system, and parking allocation and penalties (which include ticketing, fines, and towing without notice). Employees are responsible for adherence to governing policies and to drive safely and responsibly while on federal property. Unsafe acts should be reported to the OSEP. Employee vehicles which routinely park at a CDC facility require the registration of the vehicle with the CDC Office of Security and Emergency Preparedness (OSEP) and the issuance and proper display of assignment parking decal. Employees authorized to use executive parking are required to display the R decal adjacent to the HHS/CDC parking decal.

Violators of this policy are subject to being ticketed, and/or towed without notice and may be subject to loss of campus parking privileges.

VI. POLICY

Employee access to these campuses require a CDC issued and displayed decal. Official visitors, and service vehicles, must stop at the guard station, present appropriate identification, state the purpose of the visit and be cleared to enter the facility. They must then proceed to the guard station in the building and sign in. Visitors, vendors and others must report to the CDC Visitor Center for processing and be shuttled to the main campus to be met by a CDC employee. Visitors must be escorted by a CDC employee at all times while on the campus. All vehicles entering federal property are subject to search without notice.

In the furtherance of its mission, CDC shall allocate parking at the locations specified pursuant to this policy and in the following order of priority in accordance to CFR 41-101:

1. Government owned and leased vehicles (available for official use by employees) and agency assigned service vehicles
2. Contractor Service vehicles, as necessary
3. Persons with disabilities
4. Approved short term employee medical parking
5. Official visitor parking
6. Designated Officials - Designated Officials are defined below:

Agency Level:

Director
Deputy Director(s)
Associate Director(s)
Deputy Associate Director(s)
Staff Office Director(s)
Staff Office Deputy Director(s)

Center/Institute/Office Level (CIO):

Director(s)
Deputy Director(s)



Associate Director(s)
Deputy Associate Director(s)
Division Director(s)

Office of the Chief Operating Officer, CDC

Chief
Deputy Chief (s)

7. Van and carpoolers
8. Employees who regularly use their personal vehicles in the performance of official duties (when government vehicles are not available). On a case by case basis.
9. General employee parking on a space-available basis.

VII. REFERENCES

1. [Code of Federal Regulations \(CFR\) 41, Volume 2, Chapter 101, Sections 20.104 through 104-3](#)
2. Federal Property Management Regulations, Chapter 101
3. CDC-GA-2001-06, CDC Policy for Processing Requests for Reasonable Accommodation.
4. CDC-GA-2002-06, Visitors in the WorkPlace at CDC.

